# 1    Introduction

This document describes the record layout for submitting data electronically to the Delay in Criminal Proceedings system (DCP). Data submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the DCP to understand the data and store it properly.

## 1.1    Submission Mechanism

The DCP includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to the application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view the number of records successfully inserted and updated, as well as the number of errors along with the line numbers on which they occurred.

# 2    Electronic Data File Format

## 2.1    General Format

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field ("") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the court type (Circuit) and the quarter, year, county, court code, as well as the report number and bar number will refer to a single field in combination with each of the following: case number, case type, case age, defendant's name, and next action date. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

## 2.2    Record Format

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","REPORT#","BAR#","CASE#","CASETYPE","CASEAGE","DEFENDANT","NEXTACTION"

### 2.2.1  Field Definitions

"TYPE"              = Court type: "C" (Circuit)
"QTR"               = Report quarter "1", "2", "3", or "4"
"YEAR"              = Report year "2006", "2007", etc.
"COURT"             = Court number as defined in the File Format for the Caseload Reporting System

| | |
|---|---|
| "COUNTY" | = County name that, along with the court number, identifies a specific court jurisdiction |
| "REPORT#" | = "1" for disposed cases or "2" for pending cases |
| "BAR NUMBER" | = "P" followed by the judge's 5 (or 6) digit bar number |
| "CASE#" | = Court-assigned case number |
| "CASETYPE" | = Two letter case type |
| "CASEAGE" | = Age of the case in days |
| "DEFENDANT" | = Defendant's last name, may be null for disposed cases |
| "NEXTACTION" | = Next action date (yyyy-mm-dd), must be null for disposed cases |

Examples:  "C","1","2006","C03","Wayne","2","P12345","200612345","FC","Jones","2007-03-12"

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. This approach duplicates what might be considered header information on every detail line.

## 2.2.2 Field Names, Attributes, and Length:

| Field Name | Attributes | Max Length |
|---|---|---|
| TYPE | Alphabetic | 1 |
| QTR | Numeric | 1 |
| YEAR | Numeric | 4 |
| COURT | Alphabetic, Numeric | 5 |
| COUNTY | Alphabetic | 25 |
| REPORT# | Numeric | 1 |
| BAR# | Alphabetic, Numeric | 7 |
| CASE# | Alphabetic, Numeric | 14 |
| CASETYPE | Alphabetic | 2 |
| CASEAGE | Numeric | 4 |
| DEFENDANT | Alphabetic | 25 |
| NEXTACTION | Date | 10 |

## 2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data, as such subsequent submissions will overwrite the existing values in the database for that court, quarter, year, judge, case number, and case type. If a required field in the submitted file has a null value ("") it will produce an error, and the existing value in the database, if any, will remain. Similarly, a file submitted with a next action date for a disposed case will produce an error.

## 2.2.4 Court Codes and Counties

Use the table of court codes and their corresponding counties from the File Format for the Caseload Reporting System.